21st Century
Community
Learning Centers
(21st CCLC)

Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

Out-of-School Time Leadership Management System (OSTLMS)
2013-2014 Reporting Timeline

Questions? Contact the 21st CCLC staff at 1-406-444-1964 or 406-444-3519 or Email adomino@mt.gov

Below is a timeline for completing tasks in the OSTLMS database for the 2013-2014 Program Year. There may be other reporting pieces that we request concerning the state evaluation that we will inform you about as necessary.		
Due Date	**OSTLMS Task**	**Notes**
Throughout the year	**Register Students**	Use the example Student Registration form (optional), and parent consent form. Registration forms need to be updated annually.
Throughout the year	**Attendance**	Take attendance for all students attending for at least one day. New Programs: Keep attendance on a spreadsheet until the OSTLMS system is completely set up

September 13, 2013	**1) Add/Edit Site Information** (Manage Sites and Centers/Edit Site)-Webinar I
	    a) Add/Update Partners (refer to E-grants application-the two database's information should match)
	    b) Copy Objectives from Egrants to OSTLMS
		(Fill in next to all red asterisks on page)
		
		Manage Sites and Centers/Edit Site/Add-Edit Objectives

	2) Add/Edit Center Information- (Manage Sites and Centers/Edit Center)-Webinar I
	
	    a) Principal Information for each school from where your students are enrolled
	
	    b) Enter the **Financial Information** for the person(s) who complete the financial information for your site
	
	    c) Enter **Typical Operations** for the 2013-2014 School Year
		(Fill in next to all red asterisks on page)
		See Other Contacts at the bottom of the page
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		i.e. District Clerk, organization's accountant
		Refer to E-grants application page
		Manage Sites and Center/Edit Center/Typical Operations

	3) Provide Current 21st CCLC Student Enrollment List to the School's Student Information System (SIS) Personnel	Give a list of all current-year participating 21st CCLC students to the school's Student Information System data personnel /(Achievement In Montana (AIM)) personnel so they can enter students for the AIM database's "Fall Program Participation" collection. **This is vital for the collection of state test data for 21st CCLC students and the 21st CCLC state evaluation process.**
November 1, 2013	**1)** Obtain a **Teacher's classroom list** of students from school(s) classroom lists	Ask the School's Student Information System manager for the list (usually the
	2) Obtain **Student information** from School including-ethnicity, gender, lunch type, AIM Number, grade, Special Needs, and Limited English Proficiency	If necessary, sign a Partnership Agreement with the School District
	Enter **New Students**	See OSTLMS Manual or Webinar II
	3) Enter **New Teachers/update existing teachers**	including teacher's name, grade(s) taught, CORRECT email, school district/name-Webinar III
	4) Associate Teachers to Students	Webinar III
	5) (Existing Programs): Update existing **Student Information** pages w/ current: • Lunch Type	See 2) above
	• Special Needs Status	
	• Limited English Proficiency Status	
	• School Name **NOTE:** Update School Name to reflect actual school the student is attending (Elementary, Middle School, High School)	
	6) Add Courses/Add Students to Courses	Webinar IV
	7) Enter **Attendance** up to date	Webinar V-PLEASE ENTER ATTENDANCE IN TO THE OSTLMS SYSTEM ON EITHER A DAILY OR WEEKLY BASIS THROUGHOUT THE ENTIRE PROGRAM YEAR. THIS WILL GIVE YOU THE MOST ACCURATE INFORMATION IN REPORTS, AND OVERALL WILL TAKE LESS TIME TO ENTER.
December 2, 2013	Timeline/instructions for the Mid-Year Report will be sent out.	Mid-Year Report Deadline: **Monday, February 3, 2014**

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Below is a timeline for completing tasks in the OSTLMS database for the 2013-2014 Program Year. There may be other reporting pieces that we request concerning the state evaluation that we will inform you about as necessary.		
Due Date	**OSTLMS Task**	**Notes**
February 3, 2014	**MID-YEAR REPORT IS DUE BY 5:00 PM**	**NOTE: Late reports will cause program funds to be withheld until the report is complete or until the**
February 28, 2014	**Provide Current 21st CCLC Student Enrollment List to the School's Student Information System (SIS) Personnel**	Give a list of all current-year participating 21st CCLC students to the school's Student Information System data personnel /(Achievement In Montana (AIM)) personnel so they can enter students for the AIM database's "Fall Program Participation" collection. **This is vital for the collection of state test data for 21st CCLC students and the 21st CCLC state evaluation process.**
March 3, 2014	**2012-2013 Year-End Reporting Instructions/timeline will be sent out.**	
May 5, 2014	**Launch Teacher Surveys**	Surveys must be launched NO LATER than May 5, 2014 to give teachers time to complete them. **This is part of the Federal Requirements**
June 16, 2014	**YEAR-END REPORTS DUE BY 5:00 PM**	**NOTE: Late reports will cause program funds to be withheld until the report is complete or until the next payment date. Because of the fiscal year-end, the payment may be held until the end of August (there are no payments made in July).**